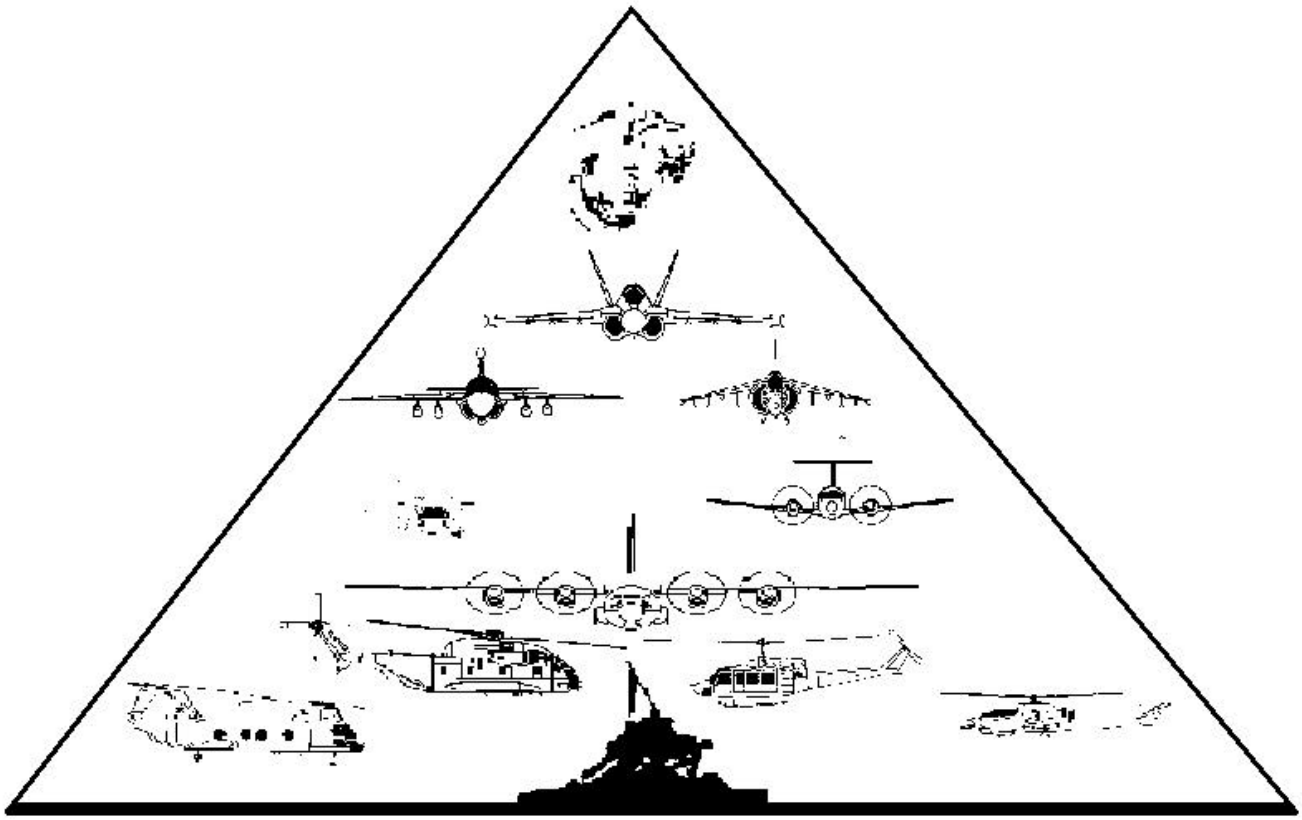
ORGANIZATIONAL LEVEL MAINTENANCE TRAINING



C & D LESSON GUIDES

ORGANIZATIONAL LEVEL MAINTENANCE

C.01 (A1 thru A3)	MAINTENANCE DATA SYSTEMS
C.02 (A1 thru A6)	MAINTENANCE DATA SYSTEM, ORGANIZATIONAL MAINTENANCE SOURCE DOCUMENT PROCEDURES
C.03 (A1 thru A19)	NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT INFORMATION SYSTEM (NALCOMIS) / OPTIMIZED NALCOMIS
D.01	AIRCRAFT COMPASS CALIBRATION PROGRAM
D.02	AIRCRAFT FUEL SURVEILLANCE PROGRAM
D.03	AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL)
D.04	ARMAMENT PROGRAM
D.05	AVIATION GAS FREE ENGINEERING PROGRAM
D.06	AVIATORS BREATHING OXYGEN (ABO) SURVEILLANCE AND CONTAMINATION CONTROL PROGRAM
D.07	DISPERSED TECHNICAL PUBLICATIONS LIBRARY
D.08	CORROSION PREVENTION AND CONTROL PROGRAM
D.09	EGRESS SYSTEM CHECKOUT PROGRAM
D.10	ELECTROSTATIC DISCHARGE (ESD) CONTROL AND PREVENTION PROGRAM
D.11	FOREIGN OBJECT DAMAGE (FOD) PREVENTION PROGRAM
D.12	HYDRAULIC FLUID CONTAMINATION CONTROL PROGRAM
D.13	MAINTENANCE TRAINING PROGRAM
D.14	METROLOGY AND CALIBRATION (METCAL) PROGRAM
D.15	NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)
D.16	NAVY OIL ANALYSIS PROGRAM (NOAP)
D.17	NON-DESTRUCTIVE INSPECTION (NDI) PROGRAM
D.18	PLANE CAPTAIN QUALIFICATION PROGRAM
D.19	ENGINE MONITORING SYSTEM (EMS) / MAINTENANCE
D.20	SAFETY PROGRAMS AND PROCEDURES
D.21	SUPPORT EQUIPMENT (SE) PROGRAM
D.22	TOOL CONTROL PROGRAM
D.23	QUALITY ASSURANCE
D.24	INFORMATION AND PERSONNEL SECURITY PROGRAM
D.25	LASER HAZARD SAFETY PROGRAM
D.26	VIBRATION ANALYSIS PROGRAM
D.27	HAZARDOUS MATERIAL/HAZARDOUS WASTE PROGRAM

C & D LESSON GUIDES

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D C.01 (A1-A3)

MAINTENANCE DATA SYSTEM

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A. LECTURE NUMBER: O-Level C&D C.01 (A1-A3)

B. TIME: 1.5 Hours

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Maintenance Data System

F. OBJECTIVE: Student will be able to demonstrate/apply knowledge of the Maintenance Data System (MDS) as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION: BOLDED items signify LEVEL III Asterisks (*).

1. Discuss MDS functions and responsibilities.
2. **Discuss VIDS/MAF Copy 1 Daily Audit Report (DAR).**
3. **Discuss MDR-2, Monthly Production Report.**
4. Discuss MDR-3, Job Control Number Consolidation Report.
5. Discuss MDR-4-1, Technical Directive Compliance Report.
6. Discuss MDR-5, Maintenance Action by BUNO/Serial Number Report.
7. Discuss MDR-6, Maintenance Action by System and Component Report.
8. Discuss MDR-8, Failed Part/Parts Required Report.
9. Discuss MDR 10, Foreign Object Damage (FOD) Report.
10. **Discuss MDR-11, Corrosion Control Treatment Report (C/C only).**
11. Discuss MDR-12, No Defect Report.
12. Discuss MDR-13, When Malfunction Was Discovered Report.
13. Discuss data accuracy.

J. SUMMARY: During this period of instruction we covered the Maintenance Data System (MDS) as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D C.02 (A1-A6)

MAINTENANCE DATA SYSTEM,
ORGANIZATIONAL MAINTENANCE SOURCE DOCUMENT PROCEDURES

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A. LECTURE NUMBER: O-Level C&D C.02 (A1-A6)

B. TIME: 2.0 Hours

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Maintenance Data System, Organizational Maintenance Source Document Procedures

F. OBJECTIVE: Student will be able to demonstrate/apply knowledge of the Maintenance Data System (MDS), Organizational Maintenance Source Document Procedures as they apply to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION: BOLDED items signify LEVEL III Asterisks (*).

1. Discuss maintenance action documentation procedures.
2. Discuss Visual Identification Display System/Maintenance Action Forms (VIDS/MAFs).
3. Discuss VIDS/MAFs documentation flow.
4. **Discuss Subsystem Capability and Impact Reporting (SCIR).**
5. **Discuss Equipment Operational Capability (EOC).**
6. Discuss aircraft maintenance documentation, troubleshooting.
7. **Discuss aircraft maintenance documentation, turn in of repairable/locally repaired consumables.**
8. **Discuss aircraft maintenance documentation, receipt of unsatisfactory materials from supply.**
9. **Discuss aircraft maintenance documentation, cannibalization.**
10. Discuss aircraft maintenance documentation, matched system.
11. **Discuss aircraft maintenance documentation, assist work center.**
12. **Discuss aircraft maintenance documentation, Facilitate Other Maintenance (FOM) action.**
13. Discuss aircraft maintenance documentation, aircraft transfer or strike (Close Out).
14. Discuss aircraft maintenance documentation, transient maintenance.
15. **Discuss aircraft maintenance documentation, corrosion control.**
16. **Discuss aircraft maintenance documentation, repairable.**
17. Discuss aircraft maintenance documentation, consumables.
18. Discuss aircraft inspection documentation, acceptance inspection.

19. Discuss aircraft inspection documentation, transfer inspection.
20. Discuss aircraft inspection documentation, major inspection of aircraft (ASPA).
21. **Discuss aircraft inspection documentation, special inspections.**
22. Discuss aircraft inspection documentation, conditional inspections.
23. Discuss aircraft inspection documentation, preservation and depreservation.
24. **Discuss VIS/MAF work request documentation.**
25. **Discuss Technical Directive (TD) compliance documentation.**

J. SUMMARY: During this period of instruction we covered the Maintenance Data System (MDS) Organizational Maintenance Source Document Procedures as they apply to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D C.03 (A1-A19)

NAVAL AVIATION LOGISTICS COMMAND MANAGEMENT SYSTEM (NALCOMIS) / OPTIMIZED NALCOMIS

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A. LECTURE NUMBER: O-Level C&D C.03 (A1-A19)

B. TIME: 3.0 Hours

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: NALCOMIS/Optimized NALCOMIS

F. OBJECTIVE: Student will be able to demonstrate/apply knowledge of NALCOMIS/Optimized NALCOMIS as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. NALCOMIS Users Manual
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION: BOLDED items signify LEVEL III Asterisks (*).

1. Discuss the MAF audit trail report.
2. **Discuss the work center query.**
3. Discuss the Special/Conditional MRC query.
4. Discuss the Phase MRC query.
5. Discuss the aircraft Special Inspection query.
6. Discuss the engine Special Inspection query.
7. **Discuss initiating an unscheduled maintenance action.**
8. **Discuss initiating an assist maintenance action.**
9. Discuss the inspections near due process.
10. Discuss the contingency MAF process.
11. **Discuss printing maintenance actions.**
12. **Discuss maintenance action updates for job status/worker hours.**
13. **Discuss maintenance action updates for failed/indexed materials.**
14. **Discuss maintenance action updates for required materials.**
15. **Discuss maintenance action updates for removed/installed items.**
16. **Discuss basic MAF updates.**
17. **Discuss maintenance action updates for awaiting maintenance and maintenance/supply records.**
18. **Discuss maintenance action completion.**
19. **Discuss the multiple active MAF maintenance query.**
20. **Discuss the single active MAF maintenance query.**
21. **Discuss the multiple historical MAF maintenance query.**
22. **Discuss the single historical MAF maintenance query.**
23. **Discuss the aircraft flight time maintenance query.**
24. Discuss the APU hour maintenance query.

25. Discuss the engine hour maintenance query.
26. Discuss the aircraft status maintenance query.
27. Discuss the aircraft special inspection maintenance query.
28. Discuss the engine special inspection maintenance query.
29. Discuss aircraft daily status reports.
30. **Discuss work center workload reports.**
31. Discuss aircraft workload reports.
32. Discuss aircraft phase inspection reports.
33. Discuss End-of-Month Closeout candidate reports.
34. **Discuss End-of-Month Closeout of applicable MCNs.**
35. **Discuss MCN re-initiation after End-of-Month Closeout.**

J. SUMMARY: During this period of instruction we covered NALCOMIS/Optimized NALCOMIS as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.01

AIRCRAFT COMPASS CALIBRATION PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.01

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Aircraft Compass Calibration Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Aircraft Compass Calibration Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the aircraft compass calibration program.

J. SUMMARY: During this period of instruction we covered the Aircraft Compass Calibration Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.02

AIRCRAFT FUEL SURVEILLANCE PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.02

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Aircraft Fuel Surveillance Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Aircraft Fuel Surveillance Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the aircraft fuel surveillance program.

J. SUMMARY: During this period of instruction we covered the Aircraft Fuel Surveillance Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.03

AIRCRAFT MAINTENANCE MATERIAL READINESS LIST (AMMRL)

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A. LECTURE NUMBER: O-Level C&D D.03

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Aircraft Maintenance Material Readiness List

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Aircraft Maintenance Material Readiness List (AMMRL) as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Aircraft Maintenance Material Readiness List (AMMRL) program.
2. Discuss the Individual Material Readiness List (IMRL) program.

J. SUMMARY: During this period of instruction we covered the Aircraft Maintenance Material Readiness List as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.04

ARMAMENT PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.04

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Armament Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Armament Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program
3. OPNAVINST 8600.2_,
4. MCO 8023.2,

I. PRESENTATION:

1. Discuss the Explosive Ordnance Certification and Qualification program.
2. Discuss the hazards of electromagnetic radiation to ordnance.
3. Discuss the explosive ordnance drivers licensing requirements.

J. SUMMARY: During this period of instruction we covered the Armament Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.05

AVIATION GAS FREE ENGINEERING PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.05

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Aviation Gas Free Engineering Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Aviation Gas Free Engineering Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program
3. NA 01-1A-35, Naval Aviation Gas Free Engineering Program

I. PRESENTATION:

1. Discuss the Aviation Gas Free Engineering certifications and qualifications.
2. Discuss the hazards of confined space maintenance.
3. Discuss the hazards of internal/external fuel cell maintenance.
4. Discuss the emergency evacuation procedures.

J. SUMMARY: During this period of instruction we covered the Aviation Gas Free Engineering Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.06

AVIATORS BRATHING OXYGEN (ABO)
SURVEILLANCE and CONTAMINATION CONTROL PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.06

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Aviators Breathing Oxygen (ABO) Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Aviators Breathing Oxygen (ABO) Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Aviators Breathing Oxygen (ABO) Surveillance and Contamination Control Program.

J. SUMMARY: During this period of instruction we covered the Aviators Breathing Oxygen (ABO) Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.07

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A. LECTURE NUMBER: O-Level C&D D.07

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Dispersed Technical Publications Library

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Dispersed Technical Publications Library as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. NA 00-25-100, Naval Air Systems Command Technical Manuals Program
2. OPNAVINST 5510.1, Classified Publications Program

I. PRESENTATION:

1. Discuss the type of libraries.
2. Discuss the categories of NAVAIR Technical Manuals.
3. Discuss the Technical Manual Identification Number System (TMINS).
4. Discuss the Naval Aeronautical Publications Index (NAPI).
5. Discuss the Centralized Technical Publication Library (CTPL) control of publications.
6. Discuss the NAVAIR Technical Publication changes.
7. Discuss the NAVAIR Technical Directives (TD) system.
8. Discuss storage and identification of publications.
9. Discuss the Change Entry Certification Record (CECR).
10. Discuss DTPL audits.
11. Discuss classified publications.
12. Discuss the Automated Technical Information System (ATIS).

J. SUMMARY: During this period of instruction we covered the Dispersed Technical Publications Library as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.08

CORROSION PREVENTION and CONTROL PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.08

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Corrosion Prevention and Control Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Corrosion Prevention and Control Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. NA 01-1A-509, Aircraft Weapons Systems Corrosion Control Manual
3. NA 17-1-125, Support Equipment Corrosion Control Manual
4. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Corrosion Prevention and Control Program.
2. Discuss the Emergency Reclamation Program.
3. Discuss the corrosion prevention during maintenance tasks.
4. Discuss the corrosion prevention on support equipment.

J. SUMMARY: During this period of instruction we covered the Corrosion Prevention and Control Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.09

EGRESS SYSTEM CHECKOUT PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.09

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Egress System Checkout Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Egress System Checkout Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Egress System Checkout Program.

J. SUMMARY: During this period of instruction we covered the Egress System Checkout Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.10

ELECTROSTATIC DISCHARGE (ESD) CONTROL and PREVENTION PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.10

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Electrostatic Discharge (ESD) Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Electronic Discharge (ESD) Control and Prevention Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Electrostatic Discharge (ESD) control.
2. Discuss the Electrostatic Discharge (ESD) prevention.

J. SUMMARY: During this period of instruction we covered the Electrostatic Discharge (ESD) Control and Prevention Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.11

FOREIGN OBJECT DAMAGE (FOD) PREVENTION PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.11

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Foreign Object Damage (FOD) Prevention Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Foreign Object Damage (FOD) Prevention Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Foreign Object Damage (FOD) Prevention Program.

J. SUMMARY: During this period of instruction we covered the Foreign Object Damage (FOD) Prevention Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.12

HYDRAULIC FLUID CONTAMINATION CONTROL PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.12

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Hydraulic Fluid Contamination Control Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Hydraulic Fluid Contamination Control Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Hydraulic Fluid Contamination Control Program.

J. SUMMARY: During this period of instruction we covered the Hydraulic Fluid Contamination Control Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.13

MAINTENANCE TRAINING PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.13

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Maintenance Training Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Maintenance Training Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. MCO P4790.20, Marine Corps Maintenance Training and Management and Evaluation Program
3. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Maintenance Training Program.
2. Discuss general maintenance training.
3. Discuss Individual Training Standards System (ITSS) Maintenance Training Management and Evaluation Program (MATMEP).
4. Discuss Human Performance Readiness Review (HPRR).

J. SUMMARY: During this period of instruction we covered the Maintenance Training Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.14

METROLOGY and CALIBRATION (METCAL) PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.14

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Metrology and Calibration (METCAL) Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Metrology and Calibration (METCAL) Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Metrology and Calibration (METCAL) Program.

J. SUMMARY: During this period of instruction we covered the Metrology and Calibration (METCAL) Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.15

NAVAL AVIATION MAINTENANCE DISCREPANCY REPORTING PROGRAM (NAMDRP)

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A. LECTURE NUMBER: O-Level C&D D.15

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP)

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP).
2. Discuss the Hazardous Material Reporting (HMR)/Things Falling Off Aircraft (TFOA) Program.
3. Discuss the Engineering Investigation (EI) Program.
4. Discuss the Quality Deficiency Reporting (QDR) Program.
5. Discuss the Aircraft Discrepancy Reporting (ADR) Program.
6. Discuss the Technical Publication Discrepancy Reporting (TPDR) Program.
7. Discuss NAMDRP reporting preparation.

J. SUMMARY: During this period of instruction we covered the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP). as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.16

NAVY OIL ANALYSIS PROGRAM (NOAP)

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A. LECTURE NUMBER: O-Level C&D D.16

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Navy Oil Analysis Program (NOAP)

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Navy Oil Analysis Program (NOAP) as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. NA 17-15-50.1, Navy Oil Analysis Program (NOAP)
3. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Navy Oil Analysis Program (NOAP).

J. SUMMARY: During this period of instruction we covered the Navy Oil Analysis Program (NOAP). as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.17

NON-DESTRUCTIVE INSPECTION (NDI) PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.17

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Non-Destructive Inspection (NDI) Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Non-Destructive Inspection (NDI) Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Non-Destructive Inspection (NDI) Program.

J. SUMMARY: During this period of instruction we covered the Non-Destructive Inspection (NDI) Program. as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.18

PLANE CAPTAIN QUALIFICATION PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.18

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Plane Captain Qualification Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Plane Captain Qualification Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the basic duties and qualifications of plane captains.

J. SUMMARY: During this period of instruction we covered the Plane Captain Qualification Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.19

ENGINE MONITORING SYSTEM (EMS) /
MAINTENACE DATA PROCESSING SYSTEM (MDPS)

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A. LECTURE NUMBER: O-Level C&D D.19

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Engine Monitoring System (EMS) / Maintenance Data Processing System (MDPS)

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Engine Monitoring System (EMS) / Maintenance Data Processing System (MDPS) as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss Engine Monitoring System (EMS) / Maintenance Data Processing System (MDPS).

J. SUMMARY: During this period of instruction we covered the Engine Monitoring System (EMS) / Maintenance Data Processing System (MDPS) as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.20

SAFETY PROGRAMS and PROCEDURES

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A. LECTURE NUMBER: O-Level C&D D.20

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Safety Programs and Procedures

F. OBJECTIVE: Student will be able to demonstrate knowledge of safety programs and procedures as they apply to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OSHA 29 CFR 1910, Occupational Safety and Health Administration
3. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Battery Safety Program.
2. Discuss the Maintenance Department Safety Program.
3. Discuss the Tire/Wheel Maintenance Safety Program.
4. Discuss safety markings and placards.
5. Discuss fire protection.
6. Discuss personal protective equipment.
7. Discuss respiratory equipment.
8. Discuss hearing conservation.
9. Discuss sight conservation.
10. Discuss entry into confined spaces.
11. Discuss electrical safety.
12. Discuss machinery safety equipment.
13. Discuss safety around solvents, paints, strippers, and sealants.
14. Discuss CPR.
15. Discuss First Aid.
16. Discuss safety around aircraft.
17. Discuss maintenance platform safety.
18. Discuss aircraft emergency hand signals.
19. Discuss emergency aircrew removal.
20. Discuss engine/starter unit emergencies.
21. Discuss landing gear emergencies.
22. Discuss brake, wheel, tire, and loss of brake emergencies.

J. SUMMARY: During this period of instruction we covered safety programs and procedures as they apply to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.21

SUPPORT EQUIPMENT (SE) PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.21

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Support Equipment (SE) Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Support Equipment (SE) Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss support equipment licensing.
2. Discuss support equipment maintenance inspections.
3. Discuss the Support Equipment Misuse/Abuse Program.

J. SUMMARY: During this period of instruction we covered the Support Equipment (SE) Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.22

TOOL CONTROL PROGRAM

	YR/MO/DAY		NAME/RANK
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A. LECTURE NUMBER: O-Level C&D D.22

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Tool Control Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Tool Control Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. NA 17-XXX-1, (Aircraft Model) Tool Control Manual
3. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Tool Control Program.
2. Discuss container description and typical uses.
3. Discuss container types and utilization.
4. Discuss container and tool markings.
5. Discuss care of tools and containers.
6. Discuss tool issue and receipt procedures.
7. Discuss tool inventory and documentation procedures.
8. Discuss tool reports.
9. Discuss broken and/or defective tool reporting procedures.
10. Discuss lost and/or missing tool reporting procedures.
11. Discuss tool replacement procedures.

J. SUMMARY: During this period of instruction we covered the Tool Control Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.23

QUALITY ASSURANCE

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A. LECTURE NUMBER: O-Level C&D D.23

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Quality Assurance

F. OBJECTIVE: Student will be able to demonstrate knowledge of Quality Assurance as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss Quality Assurance in the work center.

J. SUMMARY: During this period of instruction we covered Quality Assurance as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.24

INFORMATION and PERSONNEL SECURITY PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.24

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Information and Personnel Security Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Information and Personnel Security Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 5510.1,

I. PRESENTATION:

1. Discuss the Information and Personnel Security Program.

J. SUMMARY: During this period of instruction we covered the Information and Personnel Security Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.25

LASER HAZARD SAFETY PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.25

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Laser Hazard Safety Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Laser Hazard Safety Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. SPAWARINST 5100.12,
3. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Laser Hazard Safety Program.
2. Discuss the hazards of laser equipment operation and servicing.

J. SUMMARY: During this period of instruction we covered the Laser Hazard Safety Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.26

VIBRATION ANALYSIS PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.26

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Vibration Analysis Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Vibration Analysis Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Vibration Analysis Program.

J. SUMMARY: During this period of instruction we covered the Vibration Analysis Program as it applies to the work center.

K. QUESTION AND ANSWERS:

ORGANIZATIONAL LEVEL MAINTENANCE

LESSON GUIDE NUMBER: O-Level C&D D.27

HAZARDOUS MATERIAL / HAZARDOUS WASTE PROGRAM

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A. LECTURE NUMBER: O-Level C&D D.27

B. TIME: 1.0 Hour

C. DATE PREPARED: 31 Dec 03

D. DATE REVIEWED: On separate sheet

E. TITLE: Hazardous Material / Hazardous Waste Program

F. OBJECTIVE: Student will be able to demonstrate knowledge of the Hazardous Material / Hazardous Waste Program as it applies to the work center.

G. INSTRUCTIONAL AIDES:

H. REFERENCES:

1. Local Instructions
2. OSHA 29 CFR 1910,
3. OPNAVINST 4110.2,
4. OPNAVINST 4790.2_, Naval Aviation Maintenance Program

I. PRESENTATION:

1. Discuss the Hazardous Material Information Program.
2. Discuss the Material Safety Data Sheet (MSDS)/Hazardous Material Information Sheets.
3. Discuss Hazardous Material storage.
4. Discuss Hazardous Waste disposal and shelf life.

J. SUMMARY: During this period of instruction we covered the Hazardous Material / Hazardous Waste Program as it applies to the work center.

K. QUESTION AND ANSWERS: